

## **AGREEMENT FOR PROFESSIONAL SERVICES (NON-FEDERAL FUNDING)**

This Agreement is entered into by and between the SAN LUIS OBISPO COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, a political subdivision of the State of California, herein called "DISTRICT," and NBS, a corporation whose address is 32605 Temecula Parkway, Suite 100, Temecula, CA 92592, herein called "CONTRACTOR." This Agreement shall be effective as of the date it is fully executed by the parties.

The DISTRICT department responsible for administering this Agreement is the Department of Public Works ("Public Works"), and all written communications hereunder with the DISTRICT shall be addressed to the Director of Public Works ("Director").

**WHEREAS**, the DISTRICT has need for special services and advice with respect to the work described herein for the Paso Robles Groundwater Basin Water District Formation Project (hereafter, the "Project"); and

**WHEREAS**, the CONTRACTOR warrants that it is specially trained, experienced expert, and competent to perform such special services;

**NOW, THEREFORE**, the parties agree with the above recitals, and hereby further agree as follows:

**ARTICLE 1. SCOPE OF WORK.** The CONTRACTOR shall, at its own cost and expense, provide all the services, equipment, and materials necessary to complete the work described in the CONTRACTOR's Scope of Work (hereafter, collectively "Work") attached hereto as Exhibit A. CONTRACTOR warrants and represents that said Work encompasses all services, equipment, and materials necessary for the CONTRACTOR's preparation of final Proposition 218 proceedings for the Project. All Work shall be performed to the highest professional standard.

**ARTICLE 2. TIME FOR COMPLETION OF WORK.** No Work shall be commenced prior to the CONTRACTOR's receipt of the DISTRICT's Notice to Proceed. Work on the two funding allocation reports shall be completed in time for the Board of Supervisor's meeting currently scheduled for August 11, 2015. Work on the Proposition 218 proceedings shall be completed in accordance with the time schedule set by the Board of Supervisor's meeting, currently scheduled for March 2016. However, extensions of time may be granted in writing by the Director of Public Works of San Luis Obispo County, which said extensions of time, if any, shall be granted only for reasons attributable to inclement weather, acts of God, or for other cause determined in the sole discretion of the Director of Public Works of San Luis Obispo County to be good and sufficient cause for such extensions.

**ARTICLE 3. PAYMENT FOR SERVICES.**

**A. COMPENSATION.**

1. DISTRICT shall pay to CONTRACTOR as compensation in full for all Work required by this Agreement a sum not to exceed the total Agreement amount of fifty-two thousand five hundred dollars (\$52,500).
2. Progress payments will be made to CONTRACTOR based on compensable services provided and allowable costs incurred at the rates set forth in the CONTRACTOR'S Cost Proposal included in the Scope of Work. All payments to CONTRACTOR shall be based on actual services performed and costs incurred at the rates set forth in the Scope of Work.
3. The DISTRICT reserves the right to delete Work from CONTRACTOR's Scope of Work, but that such deletion must be in writing from the DISTRICT's Public Works Director that expressly states that certain Work is being deleted. CONTRACTOR shall be entitled to no compensation for any Work that is deleted.

**B. REPORTS.** The CONTRACTOR shall submit to the DISTRICT, two reports, outlined in the Scope of Work, prior to the Board of Supervisor's meeting currently scheduled for August 11, 2015.

**C. INVOICES.** Billing invoices shall be based upon the Scope of Work. Invoices shall detail the Work performed on each task and each project as applicable.

Invoices shall follow a format based upon the Scope of Work and shall reference this Agreement number and project title. Final invoice must contain the final cost and all credits due the DISTRICT including any equipment purchased under the provisions of Article 23 Equipment Purchase of this Agreement.

**ARTICLE 4. ACCOUNTING RECORDS.**

A. The CONTRACTOR shall maintain accounting records in accordance with generally accepted accounting principles. The CONTRACTOR shall obtain the services of a qualified bookkeeper or accountant to ensure that accounting records meet this requirement. The CONTRACTOR shall maintain acceptable books of accounts which include, but are not limited to, a general ledger, cash receipts journal, cash disbursements journal, general journal, and payroll journal.

B. The CONTRACTOR shall record costs in a cost accounting system which clearly identifies the source of all costs. Agreement costs shall not be co-mingled with other project costs, but shall be directly traceable to contract billings to the DISTRICT. The use of worksheets to produce billings shall be kept to a minimum. If worksheets are used to produce billings, all entries should be documented and clearly traceable to the CONTRACTOR's cost accounting records.

C. All accounting records and supporting documentation shall be retained for a minimum of five (5) years or until any audit findings are resolved, whichever is later. The CONTRACTOR shall safeguard the accounting records and supporting documentation.

D. The CONTRACTOR shall make accounting records and supporting documentation available on demand to the DISTRICT and its designated auditor for inspection and audit. Disallowed costs shall be repaid to the DISTRICT. The DISTRICT may require having the CONTRACTOR's accounting records audited, at the CONTRACTOR's expense, by an accountant licensed by the State of California. The audit shall be presented to the County Auditor-Controller within thirty (30) calendar days after completion of the audit.

**ARTICLE 5. (INTENTIONALLY OMITTED)**

**ARTICLE 6. NON-ASSIGNMENT OF AGREEMENT.** Inasmuch as this Agreement is intended to secure the specialized services of the CONTRACTOR, the CONTRACTOR may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of the DISTRICT and any such assignment, transfer, delegation, or sublease without the DISTRICT's prior written consent shall be considered null and void.

**ARTICLE 7. INSURANCE.** The CONTRACTOR, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. Such policies shall be maintained for the full term of this Agreement and the related warranty period (if applicable) and shall provide products/completed operations coverage for four (4) years following completion of the CONTRACTOR's Work under this Agreement and acceptance by the DISTRICT. Any failure to comply with reporting provisions(s) of the policies referred to above shall not affect coverage provided to the DISTRICT, its officers, employees, volunteers, and agents. For purposes of the insurance policies required hereunder, the term "DISTRICT" shall include officers, employees, volunteers, and agents of the San Luis Obispo County Flood Control and Water Conservation District, California, individually or collectively.

A. **MINIMUM SCOPE AND LIMITS OF REQUIRED INSURANCE POLICIES.** The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the DISTRICT:

1. **COMMERCIAL GENERAL LIABILITY ("CGL").** Policy shall include coverage at least as broad as set forth in Insurance Services Office (herein "ISO") Commercial General Liability coverage. (Occurrence Form CG0001) with policy limits not less than the following:

\$1,000,000 each occurrence;

\$1,000,000 for personal injury liability;

\$1,000,000 aggregate for products-completed operations; and

\$1,000,000 general aggregate.

The general aggregate limits shall apply separately to the CONTRACTOR's Work under this Agreement.

2. **BUSINESS AUTOMOBILE POLICY (“BAP”).** Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 “Any Auto” (Form CA 0001). This policy shall include a minimum (combined single limit) of not less than one-million dollars (\$1,000,000) for each occurrence, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement. The CONTRACTOR shall not provide a Comprehensive Automobile Liability policy which specifically lists scheduled vehicles without the express written consent of DISTRICT.

3. **WORKERS’ COMPENSATION AND EMPLOYERS’ LIABILITY (“WC / EL”).** This policy shall include at least the following coverages and policy limits:

- a. Workers’ Compensation insurance as required by the laws of the State of California; and
- b. Employer’s Liability Insurance Coverage B with coverage amount not less than one-million dollars (\$1,000,000) each accident / Bodily Injury (herein “BI”); one-million dollars (\$1,000,000) policy limit BI by disease; and, one-million dollars (\$1,000,000) each employee BI by disease.

4. **PROFESSIONAL LIABILITY (“PL”).** This policy shall cover damages, liabilities, and costs incurred as a result of the CONTRACTOR’s professional errors and omissions or malpractice. This policy shall include a coverage limit of at least one million dollars (\$1,000,000) per claim, including the annual aggregate for all claims (such coverage shall apply during the performance of the services under this Agreement and for three (3) years thereafter with respect to incidents which occur during the performance of this Agreement). The CONTRACTOR shall notify the DISTRICT if any annual aggregate is eroded by more than seventy-five percent (75%) in any given year.

B. **DEDUCTIBLES AND SELF-INSURANCE RETENTIONS.** Any deductibles and/or self-insured retentions which apply to any of the insurance policies referred to above shall be declared in writing by the CONTRACTOR and approved by the DISTRICT before Work is begun pursuant to this Agreement. At the option of the DISTRICT, the CONTRACTOR shall either reduce or eliminate such deductibles or self-insured retentions as respect the DISTRICT, its officers, employees, volunteers,

and agents, or shall provide a financial guarantee satisfactory to the DISTRICT guaranteeing payment of losses and related investigations, claim administration, and/or defense expenses.

C. **ENDORSEMENTS.** All of the following clauses and endorsements, or similar provisions, are required to be made a part of insurance policies indicated in parentheses below:

1. A "Cross Liability", "Severability of Interest" or "Separation of Insureds" clause (CGL & BAP);
2. The San Luis Obispo County Flood Control and Water Conservation District, its officers, employees, volunteers, and agents are hereby added as additional insureds with respect to all liabilities arising out of the CONTRACTOR's performance of Work under this Agreement (CGL & BAP);
3. This policy shall be considered primary insurance with respect to any other valid and collectible insurance DISTRICT may possess, including any self-insured retention DISTRICT may have, and any other insurance DISTRICT does possess shall be considered excess insurance only and shall not be called upon to contribute to this insurance (CGL, BAP, & PL);
4. No cancellation or non-renewal of this policy, or reduction of coverage afforded under the policy, shall be effective until written notice has been given at least thirty (30) calendar days prior to the effective date of such reduction or cancellation to DISTRICT at the address set forth below (All Policies);
5. The CONTRACTOR and its insurers shall agree to waive all rights of subrogation against the DISTRICT, its officers, employees, volunteers, and agents for any loss arising under this Agreement (WC); and
6. Deductibles and self-insured retentions must be declared (All Policies).

D. **ABSENCE OF INSURANCE COVERAGE.** The DISTRICT may direct the CONTRACTOR to immediately cease all activities with respect to this Agreement if it determines that the CONTRACTOR fails to carry, in full force and effect, all insurance policies with coverages at or above the limits specified in this Agreement. Any delays or expense caused due to stopping of Work and change of insurance shall be considered the CONTRACTOR's delay and expense. At the DISTRICT

discretion, under conditions of lapse, the DISTRICT may purchase appropriate insurance and charge all costs related to such policy to the CONTRACTOR.

**E. PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION.**

Prior to commencement of Work under this Agreement, and annually thereafter for the term of this Agreement, the CONTRACTOR, or each of the CONTRACTOR's insurance brokers or companies, shall provide the DISTRICT a current copy of a Certificate of Insurance, on an Accord or similar form, which includes complete policy coverage verification, as evidence of the stipulated coverages. All of the insurance companies providing insurance for the CONTRACTOR shall have, and provide evidence of, a Best Rating Service rate of A VI or above. The Certificate of Insurance and coverage verification and all other notices related to cancellation or non-renewal shall be mailed to:

John Diodati, Public Works Department  
Room 206, County Government Center  
San Luis Obispo CA 93408

**ARTICLE 8. INDEMNIFICATION.**

A. The CONTRACTOR shall defend, indemnify and hold harmless the DISTRICT, its officers, agents, and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities, or other losses (hereafter, collectively "claims") that may be asserted by any person or entity, and that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONTRACTOR. The parties agree that, in addition to the CONTRACTOR's general and professional duties of care, the CONTRACTOR has a duty of care to act in accordance with the terms of this Agreement. In addition to whatever other acts or omissions of CONTRACTOR that constitute negligence, recklessness, or willful misconduct under applicable law, the parties acknowledge that any act or omission of the CONTRACTOR that causes any damages or monetary losses, and constitutes a breach of any duty under, or pursuant to, this Agreement, shall at a minimum constitute negligence (and may constitute recklessness or willful conduct if so warranted by the facts).

B. The preceding paragraph applies to any and all such claims, regardless of the nature of the claim or theory of recovery. For purposes of the paragraphs found in

this Article of the Agreement, "CONTRACTOR" shall include the CONTRACTOR, and/or its agents, employees, subcontractors, or other independent contractors hired by, or working under, the CONTRACTOR.

C. It is the intent of the parties to provide the DISTRICT the fullest indemnification, defense, and "hold harmless" rights allowed under the law. No provisions of this Agreement shall be construed in a manner that would constitute a waiver or modification of Civil Code Section 2782.8. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect. Nothing contained in this Agreement shall be construed to require the CONTRACTOR to indemnify the DISTRICT against any responsibility or liability in contravention of Civil Code Section 2782.8.

#### **ARTICLE 9. CONTRACTOR'S RESPONSIBILITY FOR ITS WORK.**

A. The CONTRACTOR has been hired by the DISTRICT because of the CONTRACTOR's specialized expertise in performing the Work described in the attached Scope of Work, Exhibit A. The CONTRACTOR shall be solely responsible for such Work. The DISTRICT's review, approval, and/or adoption of any designs, plans, specifications, or any other Work shall be in reliance on the CONTRACTOR's specialized expertise and shall not relieve the CONTRACTOR of its sole responsibility for the Work. The DISTRICT is under no duty or obligation to review or verify the appropriateness, quality, or accuracy of any designs, plans, specifications, or any other Work, including but not limited to, any methods, procedures, tests, calculations, drawings, or other information used or created by the CONTRACTOR in performing any Work under this Agreement.

B. All information which the CONTRACTOR receives from the DISTRICT should be independently verified by the CONTRACTOR. The CONTRACTOR should not rely upon such information unless it has independently verified its accuracy. The only exception to the foregoing arises when the DISTRICT has expressly stated in writing that certain information may be relied upon by the CONTRACTOR without the CONTRACTOR's independent verification. In such event, the CONTRACTOR is still obliged to promptly notify the DISTRICT whenever the CONTRACTOR becomes



aware of any information that is inconsistent with any information which the DISTRICT has stated may be relied upon by the CONTRACTOR.

C. Pursuant to the provisions of this Article, the CONTRACTOR is responsible for all Work under this Agreement, including the Work performed by any subcontractors or any other independent contractors which CONTRACTOR hires or contracts with regarding the Work.

D. The CONTRACTOR accepts the relationship of trust and confidence established with DISTRICT by this Agreement, and covenants with the DISTRICT to furnish the CONTRACTOR's reasonable skill and judgment in furthering the interests of the DISTRICT. The CONTRACTOR shall use its best efforts to perform in an expeditious and economical manner consistent with the interests of the DISTRICT.

E. If CONTRACTOR ever has reason to believe that any of its general or professional duties of care conflict with any requirements of this Agreement, the CONTRACTOR shall promptly so notify the DISTRICT in writing.

**ARTICLE 10. INSURANCE AND INDEMNIFICATION AS MATERIAL PROVISIONS.**

The parties expressly agree that the indemnification and insurance clauses in this Agreement are an integral part of the performance exchanged in this Agreement. The compensation stated in this Agreement includes compensation for the risks transferred to the CONTRACTOR by the indemnification and insurance clauses.

**ARTICLE 11. CONTRACTOR'S ENDORSEMENT ON REPORTS, ETC.** The CONTRACTOR shall endorse all reports, maps, plans, documents, materials, and other data in accordance with applicable provisions of the laws of the State of California.

**ARTICLE 12. DOCUMENTS, INFORMATION AND MATERIALS OWNERSHIP.** All documents, information, and materials of any and every type prepared by the CONTRACTOR (or any subcontractor) pursuant to this Agreement shall be the property of the DISTRICT. Such documents shall include but not be limited to data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the CONTRACTOR (or any subcontractor) in

performing Work under this Agreement, whether completed or in process. The CONTRACTOR shall assume no responsibility for the unintended use by others of any such documents, information, or materials on project(s) which are not related to the scope of services described under this Agreement.

**ARTICLE 13. TERMINATION OF AGREEMENT WITHOUT CAUSE.** The DISTRICT may terminate this Agreement at any time by giving the CONTRACTOR thirty (30) calendar days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Other than payments for services satisfactorily rendered prior to the effective date of said termination, the CONTRACTOR shall be entitled to no further compensation or payment of any type from the DISTRICT.

**ARTICLE 14. TERMINATION OF AGREEMENT FOR CAUSE.** If the CONTRACTOR fails to perform the CONTRACTOR's duties to the satisfaction of the DISTRICT; or if the CONTRACTOR fails to fulfill in a timely and professional manner the CONTRACTOR's obligations under this Agreement; or if the CONTRACTOR violates any of the terms or provisions of this Agreement; or if the CONTRACTOR, or the CONTRACTOR's agents or employees fails to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the DISTRICT, then the DISTRICT shall have the right to terminate this Agreement effective immediately upon the DISTRICT giving written notice thereof to the CONTRACTOR. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. The CONTRACTOR shall be paid for all Work satisfactorily completed prior to the effective date of such termination. If the DISTRICT's termination of the Agreement for cause is defective for any reason, including but not limited to the DISTRICT's reliance on erroneous facts concerning the CONTRACTOR's performance, or any defect in notice thereof, this Agreement shall automatically terminate without cause thirty (30) calendar days following the DISTRICT's written notice of termination for cause to the CONTRACTOR, and the DISTRICT's maximum liability shall not exceed the amount payable to the CONTRACTOR under Article 13 above.

**ARTICLE 15. COMPLIANCE WITH LAWS.** The CONTRACTOR shall comply with all Federal, State, and local laws and ordinances that are applicable to the performance of the Work of this Agreement. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code. The CONTRACTOR acknowledges that labor performed on site to support any Work required under this Agreement is a public work within the meaning of Labor Code Section 1720. The CONTRACTOR will comply, or cause its subconsultant(s) to comply, with the provisions of Labor Code Section 1774.

**ARTICLE 16. COVENANT AGAINST CONTINGENT FEES.** The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working for the CONTRACTOR, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percent, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this Agreement. For breach or violation of this warranty, the DISTRICT shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

**ARTICLE 17. DISPUTES & CLAIMS.**

A. **EXCLUSIVE REMEDY.** Any demand or assertion by CONTRACTOR seeking any additional compensation and/or time extension, or other relief, for any reason whatsoever (hereafter collectively "Claim"), must be in strict compliance with the requirements of this Article 17. For purposes of this Article 17, any and all Work relating to any such demand or assertion shall be referred to as "Disputed Work", regardless of whether the basis of the demand or assertion arises from an interpretation of the Agreement, an action or inaction of CONTRACTOR or DISTRICT, or any other event, issue, or circumstance. If the Disputed Work relates to any Work performed by any subcontractors or subconsultants hired by CONTRACTOR in compliance with the provisions of this Agreement, any such

Claims must also be processed by CONTRACTOR in accordance with the provisions of this Article 17.

The administration of a Claim as provided in this Article 17, including CONTRACTOR's performance of its duties and obligations specified in this Article 17 is CONTRACTOR's sole and exclusive remedy for disputes of all types pertaining to the payment of money, extension of time, the adjustment or interpretation of the Agreement or other contractual or tort relief arising from Agreement. Compliance with the procedures described in this Article 17 is a condition precedent to the right to file a Government Code Claim, commence litigation, or commence any other legal action. CONTRACTOR waives the right to pursue or submit any Claims not processed in accordance with Article 17.

B. **MANDATORY PROCEDURE AND CONDITION PRECEDENT.** The requirements set forth in this Article 17 are mandatory, and CONTRACTOR shall strictly comply with these requirements. Strict compliance with these requirements is a condition precedent to CONTRACTOR's ability to exercise any rights or remedies that may otherwise be available to CONTRACTOR under the Agreement or any applicable Laws or Regulations relating to the Claim. No action or inaction by CONTRACTOR and/or DISTRICT to try to resolve any Claim(s) through agreement, amendment, mediation, settlement, or any other means shall excuse CONTRACTOR from strictly complying with the requirements of this Article 17. CONTRACTOR shall bear all costs incurred in complying with the provisions of this Article 17.

C. **NOTICE OF POTENTIAL CLAIM.** The CONTRACTOR shall not be entitled to any additional compensation and/or time under this Agreement for any act, or failure to act, by the DISTRICT, or for the happening of any event, thing, occurrence, or other cause, unless the CONTRACTOR has provided the DISTRICT's Public Works Director with timely written Notice of Potential Claim as hereinafter specified. The written Notice of Potential Claim shall set forth the reasons for which the CONTRACTOR believes additional compensation and/or time will or may be due, the nature of the cost involved, and, insofar as possible, the full amount of additional compensation and/or time extension sought in relation to the potential claim. The said notice as above required must have been given to the DISTRICT prior to the

time that the CONTRACTOR shall have performed any Disputed Work. It is the intention of this paragraph that differences between the parties relating to this Agreement be brought to the attention of the DISTRICT at the earliest possible time in order that such matters may be settled, if possible, or other appropriate action promptly taken. The CONTRACTOR hereby agrees that it shall have no right to additional compensation and/or time regarding any Claim for which no written Notice of Potential Claim as herein required was filed with the DISTRICT Director of Public Works.

D. **NOTICE OF FINAL CLAIM** As soon as reasonably practical upon completion of the Disputed Work, and no later than 30 days after completion of the Disputed Work, CONTRACTOR shall provide to DISTRICT a Notice of Final Claim containing a full and final documentation of the Claim that provides the following information:

1. A detailed factual narration of events fully describing the nature and circumstances that caused the dispute, including, but not limited to, necessary dates, locations, and items of Work affected by the dispute.
2. The specific provisions of the Agreement that support the Claim and a statement of the reasons these provisions support and provide a basis for entitlement of the Claim.
3. When additional monetary compensation is requested, the exact amount requested, including an itemized breakdown of individual costs. These costs shall be segregated into the following cost categories:
  - a. Labor – A listing of individuals, classifications, hours and dates worked, hourly labor rates, and other pertinent information related to the requested reimbursement of labor costs.
  - b. Materials/ Equipment – Invoices, purchase orders, location of materials/ equipment used to perform the Disputed Work, dates they were used, and other pertinent information related to the requested reimbursement of material/ equipment costs. (Any applicable equipment rates shall be at the applicable State rental rate as listed in the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates," in effect when the Disputed Work was performed.)
  - c. Other categories as specified by DISTRICT.

E. **CONTRACTOR'S CONTINUING OBLIGATIONS.** Neither the filing of a Notice of Potential Claim or of a Notice of Final Claim, nor the pendency of a dispute or claim, nor its consideration by the DISTRICT, shall excuse the CONTRACTOR from full and timely performance in accordance with the terms of this Agreement. CONTRACTOR shall promptly respond to any requests for further information or documentation regarding CONTRACTOR's potential or final Claim. If CONTRACTOR fails to provide an adequate written response to DISTRICT within 15 days of DISTRICT's written request for such further documentation or information, CONTRACTOR shall be deemed to have waived its Claim. If the further documentation or information requested by DISTRICT, in the opinion of the DISTRICT, reasonably take the CONTRACTOR more than 15 days to comply with, the written request shall provide the CONTRACTOR a specific response deadline that is commensurate to a reasonable response time.

F. **RESPONSE TO NOTICE OF FINAL CLAIM.** The DISTRICT shall respond in writing to the Notice of Final Claim within 60 days of receipt thereof Claim, or may request, in writing, within 45 days of said receipt, any additional information or documentation relating to the Claim or any defenses to the Claim the DISTRICT may have against the CONTRACTOR. CONTRACTOR shall comply with the request within the reasonable time deadline provided by DISTRICT in the request. If any additional information is thereafter requested by DISTRICT, it shall likewise be provided by CONTRACTOR within the reasonable time deadline provided by DISTRICT in such follow-up request. The written response to the Notice of Final Claim shall be submitted to the CONTRACTOR within 30 days after receipt of such further information and documentation, or within a period of time no greater than that taken by the CONTRACTOR in producing the additional information or documentation, whichever is greater. CONTRACTOR may request an informal conference to meet and confer for settlement of the issues in dispute, but CONTRACTOR shall have no right to demand such a conference. Neither the requesting of any such conference by CONTRACTOR or DISTRICT, nor the holding of such conference shall affect the date of the final decision on the Claim. No written communications of DISTRICT sent to CONTRACTOR after any such conference will

change the date of the final decision on the Claim unless the writing expressly states that the date of the final decision is being changed to a new specific date.

A Claim may be granted in whole or in part only by a written response that contains the signature of the DISTRICT's Public Works Director or his authorized representative. In the event a valid written decision is not provided to CONTRACTOR within the time prescribed in this Article 17, the Claim shall be deemed denied on the last day a written response was due. The date upon which the Claim is approved or denied pursuant to the provisions of this Article 17, shall constitute the date of the final decision on the Claim under the provisions of this Article 17. The date of the final decision on a Claim can only be changed by a subsequent writing signed by DISTRICT that expressly states that the date of the final decision on the Claim has been changed to a new specific date.

G. **GOVERNMENT CODE CLAIM REQUIREMENTS**. For all Claims not resolved as a result of these Article 17 procedures, CONTRACTOR must submit each Claim in a Government Code Section 910 form of claim for final investigation and consideration of its settlement prior to initiation of any litigation on any such Claim, as required by Government Code Section 945.4. Pursuant to Government Code Section 930.2, the one-year period in Government Code Section 911.2 is hereby reduced to 150 days. This time deadline is measured from the accrual date of each separate cause of action. The time deadline for filing a Government Code claim shall not be tolled by any action or inaction by CONTRACTOR or DISTRICT, including but not limited to any action or inaction to try to resolve the Claim through negotiation, mediation, settlement, agreement (including Change Order), or by any other means, other than by a separate written tolling agreement expressly approved as to form (on the face of the agreement) by the County Counsel's Office.

**ARTICLE 18. CONTRACTOR IS AN INDEPENDENT CONTRACTOR.** It is expressly understood that in the performance of the services herein provided, the CONTRACTOR shall be, and is, an independent contractor, and is not an agent or employee of the DISTRICT. The CONTRACTOR has and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons assisting the CONTRACTOR in the performance of the services rendered hereunder. The

CONTRACTOR shall be solely responsible for all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other regulations governing such matters.

**ARTICLE 19. ENTIRE AGREEMENT AND MODIFICATION.** This Agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. The CONTRACTOR shall be entitled to no other compensation and/or benefits than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Any changes increasing the CONTRACTOR's compensation and/or benefits must be approved by the DISTRICT's Board of Supervisors; any other changes may be signed by the County Director of Public Works on behalf of the DISTRICT. The CONTRACTOR specifically acknowledges that in entering into and executing this Agreement, the CONTRACTOR relies solely upon the provisions contained in this Agreement and no others. To the extent there is any inconsistency between the text in the body of this Agreement and anything in any of the Exhibits attached hereto, the text in the body of this Agreement shall prevail.

**ARTICLE 20. ENFORCEABILITY.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

**ARTICLE 21. WARRANTY OF CONTRACTOR.** The CONTRACTOR warrants that the CONTRACTOR and each of the personnel employed or otherwise retained by the CONTRACTOR for Work under this Agreement are properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to.

**ARTICLE 22. SUBCONTRACTORS.**

- A. Other than Work designated in Exhibit A to be performed by other persons or entities, the CONTRACTOR shall perform the Work contemplated with resources



available within its own organization and no portion of the Work shall be subcontracted without written authorization by the DISTRICT. In the event the DISTRICT provides written authorization for Work to be performed by a subcontractor, the use of the words “subcontractor” and “subcontract” in this Article shall refer to such authorized subcontracting to a subcontractor of the first tier or any other tier. The terms “subcontract” and “subcontractor” include any and all contracts or arrangements by which CONTRACTOR hires or enters into a contract with any subconsultants regarding any Work.

B. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the DISTRICT and any subcontractors, and no subcontract shall relieve the CONTRACTOR of its responsibilities and obligations hereunder. The CONTRACTOR agrees to be as fully responsible to the DISTRICT for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the CONTRACTOR. The CONTRACTOR's obligation to pay its subcontractors is an independent obligation from the DISTRICT's obligation to make payments to the CONTRACTOR.

C. Any subcontract entered into by the CONTRACTOR relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word “CONTRACTOR” where it appears in this Article.

D. Any substitution of subcontractors must be approved in writing by the DISTRICT's Project Manager in advance of assigning Work to a substitute subcontractor.

#### **ARTICLE 23. EQUIPMENT PURCHASE.**

A. Prior authorization in writing, by the DISTRICT's Project Manager, shall be required before the CONTRACTOR enters into any unbudgeted purchase order or subcontract exceeding \$5,000 for equipment. The CONTRACTOR shall provide an evaluation of the necessity or desirability of incurring such costs and three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

B. Any equipment purchased as a result of this Agreement is subject to the following: "The CONTRACTOR shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, the DISTRICT shall receive a proper refund or credit at the conclusion of the Agreement, or if the Agreement is terminated, the CONTRACTOR may either keep the equipment and credit the DISTRICT in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established DISTRICT procedures; and credit the DISTRICT in an amount equal to the sales price. If the CONTRACTOR elects to keep the equipment, fair market value shall be determined at the CONTRACTOR's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by the DISTRICT and the CONTRACTOR, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by the DISTRICT."

**ARTICLE 24. APPLICABLE LAW AND VENUE.** This Agreement has been executed and delivered in the State of California and the validity, enforceability, and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

**ARTICLE 25. NOTICES.** Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the DISTRICT at:

Mr. Wade Horton, Director  
San Luis Obispo County  
Department of Public Works  
County Government Center, Room 206  
San Luis Obispo, CA 93408

And to the CONTRACTOR:

Mr. Greg Ghironzi, Senior Consultant  
NBS  
32605 Temecula Parkway, Suite 100  
Temecula, CA 92592

**ARTICLE 26. COST DISCLOSURE - DOCUMENTS AND WRITTEN REPORTS.**

Pursuant to Government Code Section 7550, if the total cost of this Agreement is over \$5,000, the CONTRACTOR shall include in all final documents and in all written reports submitted a written summary of costs, which shall set forth the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of such documentation or written report. The Agreement and subagreement numbers and dollar amounts shall be contained in a separate section of such document or written report.

**ARTICLE 27. CONFIDENTIALITY OF DATA.**

A. All financial, statistical, personal, technical, or other data and information relative to the DISTRICT's operations, which are designated confidential by the DISTRICT and made available to the CONTRACTOR in order to carry out this Agreement, shall be protected by the CONTRACTOR from unauthorized use and disclosure, and shall not be made available to any individual or organization by the CONTRACTOR without the prior written approval of the DISTRICT.

B. Permission to disclose information on one occasion, or public hearing held by the DISTRICT relating to this Agreement, shall not authorize the CONTRACTOR to further disclose such information, or disseminate the same on any other occasion.

**ARTICLE 28. RESTRICTIVE COVENANT.** The CONTRACTOR agrees that it will not, during the continuance of this Agreement, perform or otherwise exercise the services described in Exhibit A for anyone except for the DISTRICT, unless and until the DISTRICT waives this restriction.

**ARTICLE 29. QUALITY CONTROL AND QUALITY ASSURANCE.** The CONTRACTOR shall provide a description of its Quality Control procedure. The

process shall be implemented for all facets of Work and a QC-QA statement and signature shall be placed on all submittals to the DISTRICT.

**ARTICLE 30. CLAIMS FILED BY THIRD PARTIES.**

A. If claims are filed against the DISTRICT by any third party that relates in any way to any subject, plans, designs, or other Work within the CONTRACTOR's Scope of Work under this Agreement, and additional information or assistance from the CONTRACTOR's personnel is requested by the DISTRICT in order to evaluate or defend against such claims, the CONTRACTOR agrees to cooperate with and provide timely response to any reasonable requests for information submitted to the CONTRACTOR by the DISTRICT relating to such claims. To the extent the information requested by the DISTRICT only seeks documents or other factual information relating to Work performed by the CONTRACTOR, the CONTRACTOR will only be compensated for any clerical costs associated with providing the DISTRICT the requested documents or factual information.

B. The CONTRACTOR's personnel that the DISTRICT considers essential to assist in defending against such claims will be made available for consultation with the DISTRICT upon reasonable notice from the DISTRICT. In the event the expert opinions of the CONTRACTOR's personnel is sought by the DISTRICT through such consultation or through testimony, and only in such event, such consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for the CONTRACTOR's personnel services under this Agreement. In the event the testimonies of any of the CONTRACTOR's personnel are sought by another party, the CONTRACTOR reserves the right to charge other party a different rate for deposition or trial testimony.

C. Services of the CONTRACTOR's personnel in connection with the DISTRICT's third party claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this agreement in order to finally resolve the claims.

D. Any subcontract entered into by the CONTRACTOR relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the

provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word “CONTRACTOR” where it appears in this Article.

**ARTICLE 31. CONFLICT OF INTEREST.**

A. The CONTRACTOR shall disclose any financial, business, or other relationship with the DISTRICT that may be affected by the outcome of this Agreement, or any ensuing DISTRICT construction project. The CONTRACTOR shall also list current clients who may have a financial interest in the outcome of this Agreement, or any ensuing DISTRICT construction project, which will follow.

B. The CONTRACTOR hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement.

C. Any subcontract entered into by the CONTRACTOR relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word “CONTRACTOR” where it appears in this Article.

D. The CONTRACTOR hereby certifies that neither the CONTRACTOR, nor any firm affiliated with the CONTRACTOR will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this Agreement. An affiliated firm is one, which is subject to the control of one or more of the same persons through joint-ownership, or otherwise.

E. Except for subcontractors whose services are limited to providing surveying or materials testing information, no subcontractor who has provided design services in connection with this Agreement shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement, and this Agreement shall become effective on the date shown signed by the San Luis Obispo County Flood Control and Water Conservation District.

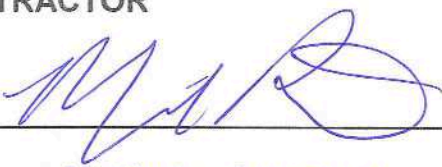
**SAN LUIS OBISPO COUNTY FLOOD CONTROL  
AND WATER CONSERVATION DISTRICT**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson of the Board  
San Luis Obispo County Flood Control and  
Water Conservation District  
State of California

**ATTEST:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
County Clerk and Ex-Officio Clerk of the  
Board of Supervisors, County of San Luis Obispo,  
State of California

**CONTRACTOR**

By:  \_\_\_\_\_ Date: 5/14/15  
Name: MICHAEL RENTNER  
Title: PRESIDENT & CEO

**APPROVED AS TO FORM AND LEGAL EFFECT:**

RITA L. NEAL  
County Counsel

By:  \_\_\_\_\_ Date: 5-14-15  
Deputy County Counsel

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32605 Temecula Parkway, Suite 100  
Temecula, CA 92592

Toll free: 800.676.7516

[nbsgov.com](http://nbsgov.com)

May 13, 2015

Mr. Will Clemens  
Public Works Department Administrator  
**County of San Luis Obispo**  
1055 Monterey Street  
San Luis Obispo, CA 93408

**RE: Addendum to Original Agreement to Provide Parcel Tax and Property-Related Fee Special Financing District Consulting Services for the Paso Robles Water District**

Dear Mr. Clemens:

NBS would like to thank you for the opportunity to provide Special Financing District Consulting Services as referenced above. We will add these services to our existing agreement with the County. All other provisions of the existing agreement remain in effect. We look forward to continuing our professional relationship.

Please find enclosed two (2) copies of our executed agreement. Upon signing, please return one copy to the undersigned and keep one copy for your records.

### **Scope of Services**

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#### **Parcel Tax and Property-Related Fee Consulting Services for the Paso Robles Water District**

**Kick-Off Meeting, Project Schedule.** NBS will meet with County staff and other interested parties to:

- Establish lines of communication.
- Clarify the specific project goals and criteria that will meet the County's preference.
- Identify and resolve any special circumstances regarding the special financing district.
- Develop project schedules to meet legal requirements and provide for effective interaction of all involved parties.
- Establish meeting dates consistent with schedule to achieve project milestones.

**Data Collection.** NBS will gather and review data relevant to a parcel tax and a property-related fee formation. Data will be obtained from various sources, including County records, Assessor's parcel maps, County Assessor information and County Registrar of Voter records.

**Election Coordination.** NBS will work with the County to coordinate the election schedule and materials for the election including the statement of the measure and applicable arguments, as applicable. The County Registrar of Voters will conduct the election and tabulate the ballots, as applicable to a registered voter approval proceeding.

**Cost Estimate Development.** NBS will review a cost estimate for the projected costs of improvements, maintenance, and services. Cost categories may include, but not be limited to, all relevant expenses, capital improvements, incidental costs (engineering, legal, County staff, consultants and ongoing administration), operating reserves, capital improvement reserves, and equipment/material replacement reserves.

**Parcel Database.** NBS will establish a parcel database for assessor parcels as currently shown on the County assessor's parcel maps or development maps. The database will include land divisions, ownership and mailing information, and parcel information relevant to the spread of a parcel tax and a property-related fee.

**Parcel Tax Formula.** NBS will work with the County to develop a parcel tax formula that meets the needs of the community, voters and the County.

**Analysis of Proportionality.** NBS will review the proposed improvements, maintenance, services, budgets, location and type of improvements, proportionality, and recent case law with legal counsel. Meet with County staff and legal counsel to discuss appropriate and/or alternative approaches to the proposed property-related fee. Provide staff with related support for the duration of the project.

**County Review.** NBS will communicate with County staff for the review of costs, improvements, maintenance, services, statute requirements and proportionality.

**Determination of Proportionality.** NBS will analyze improvements, maintenance, services, proposed boundaries, district characteristics, and parcel characteristics to determine proportionality in compliance with the proportionality requirements of Proposition 218 for property-related fees.

**Property-Related Fee Schedule (Rates).** NBS will prepare a property-related Fee Schedule, in compliance with the proportionality requirements of Proposition 218 for review by all stakeholders.

**County Coordination.** NBS will work with County staff, as required, to prepare and review mailed and published legal notices, determine dates for public meeting and public hearing, verify scheduling, approach, requirements, and other issues related to a successful formation.

**Resolutions, Protest Notices, Notices and Ballots.** NBS will work with legal counsel to prepare ordinances, resolutions, protest notices, and notices and ballots, as required, for compliance with the applicable Parcel Tax and Property-Related Fee Acts and Proposition 218. NBS will review legal notice of the public hearing to be published by the County, as required, by the Acts.

**Parcel Tax Report.** NBS will prepare a detailed report documenting the cost estimate, the parcel tax formula, boundary map and projected revenue from the parcel tax. The Report will be presented to staff, Board Members and others as applicable.

**Preliminary Property-Related Fee Report.** NBS will prepare, submit and review with County staff a Preliminary Property-Related Fee Report, including description of improvements, maintenance and services, plans and specifications, cost estimate, methodology, fee roll and boundary map.

**Final Property-Related Fee Report.** NBS will prepare, submit and review with County staff a Final Property-Related Fee Report, including description of improvements, maintenance and services, plans and specifications, cost estimate, methodology, fee roll and boundary map.

**Protest Hearing Tabulation.** NBS will tabulate the protests returned and report the results to the Board at the completion of the public hearing.

**Ballot Tabulation.** NBS will tabulate the ballots returned via the most appropriate method (bar code or other) and report the results to the Board, if property owner election applies. The County Registrar of Voters will conduct the election and tabulate the ballots if registered voter election applies.



**Boundary Map Recordation.** NBS will record the boundary map with the County Recorder.

**Levy Calculation.** NBS will calculate the first year's levy and process for approval by the Board simultaneously with the formation proceedings.

**Meeting Attendance.** NBS will attend up to a total of two meetings. Meetings may include Board workshops and public meetings, tabulations, community outreach meetings to address questions and/or concerns, or any required staff meetings. NBS will attend additional meetings as requested by the County subject to additional expenses for time and travel.

**Toll-Free Phone Number.** NBS will provide a toll-free phone number for use by the County, other interested parties and all property owners. NBS staff will be available to answer questions regarding the formation of the parcel tax. Bilingual staff is available for Spanish-speaking property owners.

**County's Responsibilities.** The County shall furnish NBS with any pertinent information that is available to County and applicable to the Services. The County shall designate a person to act with authority on its behalf in respect to the Services. The County shall promptly respond to NBS' requests for reviews and approvals of its work, and to its requests for decisions related to the Services. The County understands and agrees that NBS is entitled to rely on all information and documents supplied to NBS by County or any of its agents or contractors or other government sources as being accurate and correct: NBS will review said data for reasonableness as is usual and customary in the industry, but will have no obligation to confirm that such information and documentation is correct and that NBS will have no liability to County or any third party if such information is not correct.

## Fees

### Parcel Tax and Property-Related Fee Consulting Services for the Paso Robles Water District

Consulting Services .....	\$32,000
Expenses (1) .....	\$20,500
<b>Total Not-To-Exceed Of Fees .....</b>	<b>\$52,500</b>

(1) Please see description of expenses below.

## Expenses

Customary out-of-pocket expenses will be billed to the County at actual cost to NBS. These expenses may include, but not be limited to, mapping, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, reports and recording fees.

## Additional Services

The following table shows our current hourly rates. Additional services authorized but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director	\$205
Senior Consultant/Engineer	160
Consultant	140
Analyst	120
Clerical/Support	95

## Terms

Consulting fees will be invoiced on a monthly basis. Expenses will be itemized and included in each invoice. If the project is prematurely terminated by either party or delayed for reasons beyond NBS's control, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month.

Please feel free to contact me if you have any questions or need further information.

Best regards,

**NBS Government Finance Group,  
DBA NBS**



Mike Rentner

**County of San Luis Obispo**

\_\_\_\_\_  
Name

President and CEO

5/13/2015

Title

Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### Agreement for:

Addendum to Original Agreement to Provide Parcel Tax and Property-Related Fee Special Financing District Consulting Services for the Paso Robles Water District

NBS and County of San Luis Obispo.

Dated May 13, 2015.

